

Encourage all DDA Offices to participate in scheduling their machine-readable records systems. This is a Federal requirement. The longer it takes, the more difficult it will be to complete.

We need a policy statement (commitment) from the office directors that they back this scheduling process. With the office director's commitment this process will be difficult, without it, the process will be impossible.

Offices have been assigned full-time RMO's. Their primary responsibility is records management, all other duties are secondary.

Stress the need for completing the machine-readable schedules - better control of automated information systems. Keep what we need, get rid of information we don't need or shouldn't have.

Provide for front-end disposition of data for automated systems in the development stage. Planned or in progress.

Need for professional OIT ADP Control Officer. The role the ADP Control Officer should play in this machine-readable schedule process. Serves as an interface between the office and OIT to maintain systematic control over all aspects of automated information systems.

OIS is responsible for the Agency's records management program. To this end we can and will provide technical guidance and assistance, but we do not have the resources to prepare these schedules for all Agency components.